



TRAVEL EXPENSE VOUCHER

Name of Claimant: _____, Employee # _____ Trip No: _____

City of Residence / Zip Code: _____ Date: _____

Full Business Address: _____

I. ITINERARY: Show major modes of transportation (i.e., Air, Train) to each official business point. If private auto or rental car is the main mode, include here. Check the [] column for personal dates/cities.

Date	Time	Mode	[]	Date	Time	Mode	[]
LV				LV			
AR				AR			
LV				LV			
AR				AR			
LV				LV			
AR				AR			
LV				LV			
AR				AR			
LV				LV			
AR				AR			
LV				LV			
AR				AR			

If personal dates are included, indicate hour official business began and ended at each official city:

II. TRAVEL EXPENSES:**1) GROUND TRANSPORTATION**

(Taxis, buses, limos. Receipts may be required per RPM.)

Mode	Date	From	To	Amount	Receipt No.

2) AIR (Attach required receipts)**3) LODGING (Attach required receipts)**

Arrive Depart Nights Rate Amount

Official Telephone Calls:

4) RENTAL CAR (Attach required receipts)

Official Mileage Persnl Mileage Amount

Gasoline:

5) PRIVATE AUTO (Mileage @ 34.5 cents per mile)

Indicate in Column [O/C] if mileage is from Odometer or Chart)

Date From To Miles O/C Amount

Road or Bridge Tolls:

6) PARKING (Receipts may be required per RPM.)

From To Location Amount

7) REGISTRATION FEES

BANQUETS

MISCELLANEOUS (Identify)

8) DAILY EXPENSE/SUBSISTENCE ALLOWANCE

From To Days Rate Amount

9) REFUND PENDING**SUBTOTAL:**

Prepared by: _____

Trip No:

Rec'pt
No.

[illegible]

Foreign Expense Subtotal:

Enter SUBTOTAL from Section II of Voucher and Foreign Expense Subtotal:

(c) Deduct any meals included in conference fees or provided without cost to traveler:

Breakfast				Lunch				Dinner			
M&IE Rate		No.		M&IE Rate		No.		M&IE Rate		No.	
1:	15% of	_____	X _____ =	25% of	_____	X _____ =		40% of	_____	X _____ =	
2:	15% of	_____	X _____ =	25% of	_____	X _____ =		40% of	_____	X _____ =	
				+				+			

2. TOTAL EXPENSES

Advance:

Cash to be picked up from Cashier []. Check to be mailed [].

5. Amount due U.C. Regents. Attach check

I hereby certify that the expenses claimed on this travel voucher were incurred by me for the official business of Lawrence Berkeley National Laboratory. No funds for this trip have been or will be paid from other sources except as stated above.

Date: _____

Account No.: